



MISSOURI DEPARTMENT OF REVENUE  
**REQUEST FOR INFORMATION OF  
LOCAL LICENSE RENEWAL  
CURRENT/DELINQUENT RECORDS**

FORM  
**4379A**  
(REV. 10-2004)

The political subdivision of \_\_\_\_\_, Missouri, pursuant to the provisions of Sections 32.057 and 144.121, RSMo, formally requests to inspect or audit any and all records requested below pertaining to the administration, collection and enforcement of its sales and requires all merchants to be current in the payment of all sales/use tax to the Director of Revenue before renewing their business license. We request that your office notify all delinquent taxpayers within our jurisdiction that they will be required to present a statement of No Tax Due in order to review their business license and provide us with a report of all clear accounts and a report of all delinquent accounts within our jurisdiction.

Notification and reports should be sent \_\_\_\_\_  
Date

Merchants must renew licenses by \_\_\_\_\_  
Date

Reports in:

Account Order ☐

Alphabetical Order ☐

CONTACT PERSON

TITLE

PHONE

FAX

As chief executive of this political subdivision, I authorize and hereby confirm that the individual(s) named below will receive and/or perform the inspection or audit on behalf of the political subdivision. We have reviewed and will comply with Sections 144.121, 144.122, and 32.057, RSMo pertaining to the strict confidentiality of all records of the Missouri Department of Revenue to which access has been granted.

PRINT NAME OF CHIEF EXECUTIVE

SIGNATURE OF CHIEF EXECUTIVE

TITLE

SOCIAL SECURITY NUMBER

DATE

**AUDITOR/AUTHORIZED INDIVIDUALS**

PRINT NAME OF AUDITOR/AUTHORIZED INDIVIDUAL RECEIVING REPORT

SOCIAL SECURITY NUMBER

SIGNATURE OF AUDITOR/AUTHORIZED INDIVIDUAL RECEIVING REPORT

DATE

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SOCIAL SECURITY NUMBER

SIGNATURE OF AUDITOR/AUTHORIZED INDIVIDUAL RECEIVING REPORT

DATE

**INDICATE THE ADDRESS OF POLITICAL SUBDIVISION**

POLITICAL SUBDIVISION

STREET

CITY

STATE

ZIP CODE

**Mail completed form to:** Missouri Department of Revenue, Division of Taxation and Collection, P.O. Box 3666, Jefferson City, MO 65105-3666 or fax to: (573) 522-1160.

**FOR DEPARTMENT USE ONLY**

DATE RECEIVED

COUNTY CODE

CITY CODE(S)

## **REQUEST FOR INFORMATION OF LOCAL LICENSE RENEWAL CURRENT/DELINQUENT RECORDS**

Sections 32.057 and 144.121, RSMo allow the Missouri Department of Revenue to release sales and local option use tax information to political subdivisions that have imposed a sales or local option use tax. It is important to note that this tax information is confidential and may only be used according to the provisions of Section 32.057, RSMo.

To receive this tax information, the appropriate authorized chief executive of your political subdivision must complete, notarize and sign the Missouri Department of Revenue Form 4379A. You must identify the person authorized to receive this information on behalf of the political subdivision. If more than one person is authorized to receive this information, please identify each person. If the person authorized to receive this information changes, complete a new form.

In order to ensure that your request will be processed in time for your renewal, mail or fax the completed form one month before you would like to receive the printouts and have the Department of Revenue notify delinquent taxpayers. If this form is not properly completed, we will return it for the additional information.

Please return the completed form to the Missouri Department of Revenue, Division of Taxation and Collection, P.O. Box 3666, Jefferson City, Missouri 65105-3666 or fax it to (573) 522-1160. If you have questions regarding your request or we may be of other assistance, please contact the Division of Taxation and Collection at the above address or call (573) 751-9268.

The Department of Revenue can also assist you in other matters relating to the collection and administration of your sales and local option use tax. For more information about the types of reports available or for the cost of these reports, contact the Information Systems Division, P.O. Box 41, Jefferson City, Missouri 65105-0041 or call (573) 751-4391.